

# Quick Guide: Introducing the Online Catalog

The screenshot shows the San Diego Public Library's 'Easy Search' web page. The browser window is titled 'Easy Search - DRA Web2 - Microsoft Internet Explorer'. The address bar shows 'http://sdplweb.sannet.gov/Web2/tramp2.exe/log\_in'. The page has a blue header with 'HOME' and 'HELP' buttons. Below the header is a navigation bar with buttons for 'Easy Search', 'Numeric Search', 'Additional Catalogs', 'Account Information', 'Ask SDPL', and 'Library Hours'. A red bracket groups the 'Additional Catalogs', 'Account Information', and 'Ask SDPL' buttons, with a callout pointing to them: 'Link to other library catalogs & expert search'. The main search area has three numbered steps: 1. 'Please enter a word or phrase to search:' with a text input field; 2. 'Limit the search (optional):' with dropdown menus for 'By material type:' (set to 'All Materials'), 'By date:' (set to 'All Dates'), and 'By language:' (set to 'All Languages'); 3. Search type selection with buttons for 'Author', 'Title', 'Subject', and 'Keyword' (highlighted in blue). Callouts for step 3 include: 'Search by call number, ISBN, or ISSN.' pointing to the 'Keyword' button, and 'Link to Help using the Library catalog' pointing to the 'HELP' button in the header. On the left, three numbered instructions are listed: 1. 'Enter search word or phrase here' pointing to the search input field; 2. 'Select to limit search, if needed' pointing to the limit search section; 3. 'Select search type for results' pointing to the search type buttons.

## EASY STEPS TO USING OUR LIBRARY CATALOG

**Step 1:** Enter any words or phrases that express what you are looking for.

**Step 2:** Limit searches by material type (book, music, video, etc), date, and/or language if desired or needed.

**Step 3:** Enter your search by:

- ❑ **Author:** Type the author's last name then first name. Select AUTHOR. You will see a list of authors to select from.  
*Example: Grisham, John*
- ❑ **Title:** Type title. Omit leading articles (a, an, the), but do type articles between words. Select TITLE. You will see a list of titles to select from. Tip: This type of search works best if you are looking for a specific item and know the **exact title**.  
*Example: Old Man and the Sea*
- ❑ **Subject:** Type subject you wish to find. Select SUBJECT. You will see a list of subjects to select from. To enter individuals as subject, type the last name first.  
*Examples: Medical care   Gardening   Hemingway Ernest*
- ❑ **Keyword:** Type keyword(s). Select KEYWORD. This searches all indexed fields (author, title, subject).  
*Examples: Hemingway   Gardening   Storms   Doctor patient*

**Step 4:** Select **Numeric Search**, to search by call number, ISBN, or ISSN.

**Step 5:** Review your search results and select item title(s) to check the location, call number, type of material, and availability for checkout.

**Step 6:** Highlighted (yellow) titles are owned by the Library you are in, or selected to search. Reserve this title link offers 2 ways to obtain materials: system reserve or telephone request.

**Expert Keyword (Advanced) Search:** Select **Additional Catalogs** to use Expert Keyword searching, which searches all indexed fields, and allows OPERATORS and QUALIFIERS (e.g. AND, NOT, and OR).